

# Proposed Amendments to the ATIO By-laws

Where amendments add new articles, the articles in those Parts will be renumbered accordingly.

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## Proposed Amendments to the ATIO By-laws

Where amendments add new articles, the articles in those Parts will be renumbered accordingly.

### Amendment 1:

#### **PROPOSED**

Insert

#### TABLE OF CONTENTS

#### **Reason:**

With the ATIO Bylaws being so extensive, a Table of Contents would simplify navigation.

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### Amendment 2: PART I NAME AND OFFICIAL LANGUAGES

#### **CURRENT**

- 1.01 The name of the Association in English is the Association of Translators and Interpreters of Ontario (ATIO), and the name in French is *Association des traducteurs et interprètes de l'Ontario (ATIO)*.
- 1.02 The official languages of the Association are the official languages of Canada: English and French.

#### **PROPOSED**

Insert

- 1.03 For the purposes of these by-laws, words in one gender shall include all genders, and words in the singular include the plural and vice versa.

#### **REASON:**

Some of the terminology used in both the English and French bylaws implies gender. This addition addresses the concepts of inclusivity and clarity.

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### **Amendment 3: PART V ADMISSION AS A CANDIDATE FOR CERTIFICATION THE STATUS OF “CANDIDATE FOR CERTIFICATION IN [PROFESSION]”**

#### **CURRENT**

Articles: 5.03, 5.10, 5.17, 5.24, 5.31, 5.38, 5.46 (all six professions and students).

To become a candidate for certification in [profession] *by affiliation*, an applicant must be a candidate for certification in [profession] in good standing of a member association of the Canadian Translators, Terminologists and Interpreters Council (CTTIC).

*5.46 references Student Affiliate Memberships*

#### **PROPOSED**

##### **Delete**

**Remove the following articles in Part V regarding “becoming a candidate for certification by affiliation” and “becoming a student (ATIO) by affiliation.”**

Articles: 5.03, 5.10, 5.17, 5.24, 5.31, 5.38, 5.46, all six professions and students.

#### **REASON:**

Each CTTIC member society has its own laws and procedures applicable to residents of their province. Most of the CTTIC member societies do not allow “Candidate Affiliates.”

*If a candidate for certification or associate member from another CTTIC member society wishes to sit for a certification exam hosted by ATIO, their home society must contact ATIO to make the arrangements. This was a common practice for many years when exams were exclusively in-person.*

The Mutual Recognition Agreement applies only to the Certified Member status and title portability is applicable solely to certified members.

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### **Amendment 4: PART V ADMISSION AS A CANDIDATE FOR CERTIFICATION THE STATUS OF “CANDIDATE FOR CERTIFICATION IN [PROFESSION]”**

**CURRENT:** (All six professions in Part V)

5.07

Articles: 5.07, 5.14, 5.21, 5.28, 5.35, 5.42, all six professions:

Candidates for certification in [profession] who have been struck from the register pursuant to article 5.05 may reapply after a minimum **of two years** has elapsed. Candidates will then have a final two years in which to become certified.

#### **PROPOSED**

##### **Revise**

Articles: 5.07, 5.14, 5.21, 5.28, 5.35, 5.42, all six professions:

Candidates for certification in [profession] who have been struck from the register pursuant to article 5.05 may reapply after a minimum **of one year** has elapsed. Candidates will then have a final two years in which to become certified.

#### **REASON**

In this day and age, two years is too long, momentum and interest are easily lost.

Since we are eliminating the extra two years pertaining to the certification exam from **5.05, 5.12, 5.19, 5.26 (a), 5.33 (a), and 5.40 (Amendment 12)**, we are reducing the waiting period from two years to one year before they are eligible to reapply under the admission requirements in effect at the time.

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### **Amendment 5: PART V ADMISSION AS A CANDIDATE FOR CERTIFICATION THE STATUS OF “CANDIDATE FOR CERTIFICATION IN [COURT/COMMUNITY/MEDICAL INTERPRETING]”**

#### **CURRENT**

Articles: 5.16 (a), 5.23 (a), 5.30 (a)

- (a) demonstrate the achievement on the International English Language Testing System (IELTS) of a level of fluency of at least 7, or the equivalent, or level C1 on the *Test de connaissance du français* (TCF), or the equivalent,

#### **PROPOSED**

##### **Revise**

Articles: 5.16 (a), 5.23 (a), 5.30 (a)

- (a) demonstrate the achievement on the International English Language Testing System (IELTS) of a level of fluency of at least 7, Canadian English Language Proficiency Index Program (CELPIP) of a level of fluency of at least 9, or the equivalent, or level C1 on the *Test de connaissance du français* (TCF), or the equivalent,

#### **REASON:**

ATIO now accepts CELPIP in addition to IELTS as determined by a board resolution.

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### Amendment 6: PART V ADMISSION AS A CANDIDATE FOR CERTIFICATION THE STATUS OF “STUDENT”

#### **CURRENT**

5.45 To become a student *by direct admission*, applicants must submit proof from a post-secondary institution that they are registered in a degree program in translation, conference interpreting, court interpreting, community interpreting, medical interpreting, or terminology.

Admission to the Association as a student shall be for the duration of the student’s registration in the program.

[...]

#### **PROPOSED**

##### **Insert (New)**

5.49

Students must meet the requirements according to article 5.45 and pay the required fee for their application.

#### **REASON:**

Currently, students do not pay an application fee and do not pay annual dues.

The application fee covers costs of related Secretariat activities.

Students are exempt from writing the prerequisite examinations and will be required to do so once they are ready to apply to become a candidate for certification.

Evidence of their ongoing enrollment in their degree program must be provided each year at renewal in order for their status as an ATIO Student to remain in good standing.

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### Amendment 7: PART XIII THE BOARD OF DIRECTORS

#### INTERVENTION BY NON-BOARD MEMBERS

##### CURRENT

##### INTERVENTION BY NON-BOARD MEMBERS

13.16

Certified members or candidates for certification in good standing of the Association who wish to attend a meeting of the Board of Directors to inform the latter of any matter of common interest must ask the Executive to add the item to the agenda of a meeting of the Board and request permission to attend that portion of the meeting. The Secretariat shall inform them of the date and location of the meeting and the time they are to appear.

When the item to be discussed is considered by the Board, the interested party is invited to join the Board members and participate in discussions. He or she shall withdraw once the matter has been dealt with.

All certified members and candidates for certification in good standing may request attendance at a meeting of the Board of Directors as observers by advising the President of their intentions at least 10 days before the meeting. An observer shall not join the Board members and shall not have the right to speak except at the invitation of the chairperson of the meeting. Observers shall withdraw at the request of the President of the Association or of the chairperson of the meeting or in the case of a meeting or part of a meeting held in camera.

##### PROPOSED

##### Revise

##### INTERVENTION BY NON-BOARD MEMBERS

13.16 (a)

Certified members or candidates for certification in good standing of the Association who wish to attend a meeting of the Board of Directors to inform the latter of any matter of common interest must ask the Executive to add the item to the agenda of a meeting of the Board and request permission to attend that portion of the meeting. The Secretariat shall inform them of the date and location of the meeting and the time they are to appear.

When the item to be discussed is considered by the Board, the interested party is invited to join the Board members to present their comments and to answer any questions the board may have. He or she shall withdraw before the board discusses the matter and makes a decision.

##### REASON:

Once the party has informed the board, they have completed their role in the meeting.

## **Proposed Amendments to the ATIO By-laws**

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### **Amendment 8: PART XIII THE BOARD OF DIRECTORS**

#### **DELEGATION OF POWERS**

##### **PROPOSED**

##### **Insert (New)**

##### **13.19**

The Board of Directors may delegate any or all of the duties of the Executive Director to one or more persons designated by the board.

##### **REASON:**

The board may designate the President, Treasurer, another member of the Board, or another individual to perform the appropriate duty outlined in the bylaws and appendices.

The current version of sentences including the Executive Director throughout excludes the possibility of the need for someone selected by the Board to fulfill those responsibilities.

By-laws, page 24, 14.01

Appendix 2, articles 13, 16, 18, 24, 25

Appendix 8, articles 2, 3, 5



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### Amendment 9: PART XIII THE BOARD OF DIRECTORS

#### COMPOSITION

##### CURRENT

13.02 The Board of Directors shall be composed of:

- (a) Certified members in good standing of the Association, entitled to vote and duly elected in accordance with Part XII and the provisions of article 13.03.
- (b) the Past-president, who shall be entitled to speak but not to vote, for one year, unless elected as a director.

##### PROPOSED

##### Delete

13.02 The Board of Directors shall be composed of:

- (b) the Past-president, who shall be entitled to speak but not to vote, for one year, unless elected as a director.

##### REASON:

Any Past-President may be invited to a meeting of the Board of Directors under articles 13.15 and 13.16.

#### INTERVENTION BY NON-BOARD MEMBERS

13.15 A specialist or a member of the Association who is not a director may be invited to a meeting of the Board of Directors for the purpose of providing information or advice.

13.16

Certified members or candidates for certification in good standing of the Association who wish to attend a meeting of the Board of Directors to inform the latter of any matter of common interest must ask the Executive to add the item to the agenda of a meeting of the Board and request permission to attend that portion of the meeting. The Secretariat shall inform them of the date and location of the meeting and the time they are to appear.

When the item to be discussed is considered by the Board, the interested party is invited to join the Board members and participate in discussions. He or she shall withdraw once the matter has been dealt with.

All certified members and candidates for certification in good standing may request attendance at a meeting of the Board of Directors as observers by advising the President of their intentions at least 10 days before the meeting. An observer shall not join the Board members and shall not have the right to speak except at the invitation of the chairperson of the meeting. Observers shall withdraw at the request of the President of the Association or of the chairperson of the meeting or in the case of a meeting or part of a meeting held in camera.

## Proposed Amendments to the ATIO By-laws

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### Amendment 10: PART XI GENERAL MEETINGS

#### GENERAL PROVISIONS

#### Quorum and Proxies

#### CURRENT

11.10 Proxies shall be submitted to the Secretary of the Association before the meeting is held. After verifying the titles of those having signed proxies and of the certified members representing them, the Secretary shall record the number of votes that each proxy may use.

#### PROPOSED

#### Revise

11.10 (a) Proxies shall be submitted to the Secretary of the Association before the meeting is held as prescribed by the Board of Directors. The titles of those having signed proxies and of the certified members representing them will be verified by the Secretariat.

#### REASON:

*Quoted from ONCA: Time limit for deposit.*

(4) The directors may by resolution fix a time not exceeding 48 hours, excluding Saturdays and holidays, before any meeting or continuance of an adjourned meeting of the members before which time proxies to be used at that meeting must be deposited with the corporation or an agent of the corporation, and any period of time so fixed must be specified in the notice calling the meeting.

## **Proposed Amendments to the ATIO By-laws**

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### **Amendment 11: PART XI GENERAL MEETINGS**

#### **CURRENT**

11.10 Proxies shall be submitted to the Secretary of the Association before the meeting is held. After verifying the titles of those having signed proxies and of the certified members representing them, the Secretary shall record the number of votes that each proxy may use.

#### **PROPOSED**

##### **Insert:**

11.10 (b) A Member cannot remit more proxies than prescribed by the Board of Directors for any General Meeting.

##### **REASON:**

Because proxies are no longer being counted toward achieving quorum, putting a limit on quantity will prevent any member from overriding the votes of those members present at the meeting.

## Proposed Amendments to the ATIO By-laws

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### Amendment 12: PART V ADMISSION AS A CANDIDATE FOR CERTIFICATION THE STATUS OF “CANDIDATE FOR CERTIFICATION IN [PROFESSION]”

#### CURRENT

Articles: 5.05, 5.12, 5.19, 5.26 (a), 5.33 (a), 5.40, all six professions:

Candidates for certification in translation have five years in which to become certified in translation, whether by examination or on-dossier. **If the certification exam has been offered fewer than five times within such five-year period, candidates shall have an additional two years to register for the exam.** Candidates who do not become certified by the end of the specified period will be struck from the register.

*[... fewer than **three** times...] for conference interpreters*

#### PROPOSED

##### Revise

Articles: 5.05, 5.12, 5.19, 5.26 (a), 5.33 (a), 5.40, for all six professions.

Candidates for certification in translation have five years in which to become certified in [profession], whether by examination or on-dossier. **If the certification exam has been offered fewer than five times within such five-year period, candidates shall have an additional two years to register for the exam.** Candidates who do not become certified by the end of the specified period will be struck from the register.

#### REASON

Many candidates pay their dues and do not attempt to become certified. Since the inclusion of the Board’s decision in recent notices to candidates for certification about the upcoming enforcement of the five-year rule, some candidates are starting to act upon the certification requirements.

Additionally, changes to ATIO’s admission procedures may make the admission process longer by upwards of six months.

The application forms will also include a declaration regarding the method of certification, whether by certification exam or by On-Dossier. *In some cases, candidates must apply for certification by on-dossier; they do not have a choice.*

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### Amendment 13: PART IV COMPOSITION OF THE ASSOCIATION

#### CURRENT

**4.04 Certified members (retired)** are those certified members who are no longer practising the profession in return for compensation. They retain the right to use their reserved title(s) (article 6.21) provided they maintain their title of certified member (retired) in good standing.

#### PROPOSED

Revise

*Change (Retired) to (Inactive)*

**4.04 Certified members (inactive)** are those certified members who are no longer practising the profession in return for compensation. They retain the right to use their reserved title(s) (article 6.21) provided they maintain their title of certified member (inactive) in good standing.

#### REASON:

Increased clarity about the status of Certified Member (Retired/Inactive).

Should the word "inactive" replace "retired," consequential amendments will be made.

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### Amendment 14: PART IV COMPOSITION OF THE ASSOCIATION

#### CURRENT

**4.04 Certified members (retired)** are those certified members who are no longer practising the profession in return for compensation. They retain the right to use their reserved title(s) (article 6.21) provided they maintain their title of certified member (retired) in good standing.

#### PROPOSED

Insert

Definition: "Inactive Member" means a person who

(i) Has applied for Inactive Member status, has ceased to practice and was a Certified Member immediately prior to retirement,

(ii) Agrees to surrender their professional stamp, seal, certificate, and membership card, and

(iii) Has paid the applicable annual membership fees,

(iv) Will no longer be listed in the public directory

#### REASON:

Increased clarity about what is required of Certified Members who wish to change their status to Certified Member (Retired/Inactive).

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### Amendment 15: PART VIII CERTIFICATES, SEALS, STAMPS, AND MEMBERSHIP CARDS

#### CERTIFICATES / SEALS AND STAMPS / MEMBERSHIP CARDS

##### CURRENT

*Certificates 8.02, Seals and Stamps 8.05, Membership Cards 8.07*

Articles 8.02, 8.05, 8.07

[Certificates/Seals and stamps/Membership cards] are the property of the Association and must be returned if the holder resigns or is struck from the register, suspended, or expelled.

##### PROPOSED

##### Revise:

[Certificates/Seals and stamps/Membership cards] are the property of the Association and must be returned if the holder becomes a Certified Member (Retired/Inactive), resigns, or is struck from the register, suspended, or expelled.

##### Reason:

4.04 (per Amendment 3) and 8.02, 8.05, and 8.07 are not in agreement:

- Requiring the return of the stamp/seal and other materials upon switching to Retired/Inactive status.

Stamps/certificates/cards can be returned to the member:

1. If the member chooses to resume working as a certified member;
2. If the items are in current and valid format according to ATIO bylaws
  - a. If they are not in valid format, cards can be reissued for free, or a replacement purchased for \$25.
  - b. Stamps/seals will be returned to the member only if the requirements listed in article 8.03 of the by-laws are met; if not, the member will need to purchase a replacement.